



Farm City Festival

Biennial Event
 Saturday, November 21, 2020 9 a.m. – 1 p.m.
 Depot Pavilion 300 N. Apopka Ave. Inverness
 Inverness-FL.gov
 Rain or shine event | Event subject to change

City of Inverness

Inverness Event & Visitor Bureau
 203 E. Dampier Street, Inverness
 (352) 726-2611 x 1304
 events@Inverness-FL.gov

Vendor Application

Instructions <ul style="list-style-type: none"> Complete this application Include photos of booth set-up and items displayed Mail to Inverness Event & Visitor Bureau, 203 E. Dampier Street, Inverness, FL 34450 with check made payable to the City of Inverness 	Important Dates <ul style="list-style-type: none"> 11/05/20 Application Deadline 11/16/20 Vendor Set-up Email (sent to accepted vendors) Set-up is two hours before and breakdown is two hours following the event.
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Business Name	Doing business as or name as it will appear on your booth
Owner Name	Phone
On-site Contact Name (if different than owner)	Email
Type of Booth <p><u>Tent:</u> 10' x 10' weighted tent with items arranged in a COVID-19 friendly manner. Emphasis on only weighted tents and no stakes in the ground. This tent will be placed in Liberty Park in grassy area. There is not additional square footage included around this tent for storage.</p> <p><u>Pavilion Booth:</u> This approximately 16' x 4' and will accommodate two 8' tables lengthwise and the vendor and up to two chairs. To accommodate social distancing there is not additional space in this booth. It is covered from the elements and has flooring. No tents or custom arrangements.</p> <p><u>Truck or Trailer:</u> This for up to 25 feet to include ramps and supplies. Supply vehicles are not part of set-up. Food Truck/Trailer what side is your serving side</p> <p><input type="checkbox"/> Driver side <input type="checkbox"/> Passenger side Larger than 25' please explain size needs:</p> <p>Other: _____</p>	Type of Vending <p><input type="checkbox"/> Major Food or Food Truck 5 menu items Food zone near tower stage Amount due for tent or truck space \$25</p> <p><input type="checkbox"/> Minor Food 2 snack items or less Food zone near tower stage Amount due for tent or truck space \$20</p> <p><input type="checkbox"/> Marketplace Merchandise sales, crafts, clothing, etc. Amount due for tent in Liberty Park \$25 Amount due for booth in Pavilion \$25</p> <p><input type="checkbox"/> Entertainment Games Amount due for tent in Liberty Park \$20 Amount due for booth in Pavilion \$20</p> <p><input type="checkbox"/> Nonprofit Information 501c3 or local government Amount due for tent in Liberty Park \$10 Amount due for booth in Pavilion \$10</p>
Describe your business and booth	
Have you been a vendor at Farm City Festival before?	
List three other festivals your business has participated in	

Staff Complete	Date Submitted	<input type="checkbox"/> Payment Attached	<input type="checkbox"/> Photos Attached	<input type="checkbox"/> Insurance Attached	Dept Director	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
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1. Menu or merchandise

Items for sale	Price
1.	
2.	
3.	
4.	
5.	

COVID-19 Guidelines

- All vendors will wear a mask
- Vendors are encouraged to have hand sanitizer at their booth
- This festival is following Centers for Disease Control guidelines on social distancing.
- No food samples are given unless requested by patron and vendor provides strict guidelines in serving the sample
- Six-foot distancing signs as well as boundaries are clearly stated throughout the market. Vendors must abide by social distancing needs to participate in event.
- Washrooms are available at the market
- To help protect everyone, we are asking patrons to please wear a mask

Promotion Guidelines

- We encourage our vendors to join under the City's event on Facebook. Please share our posts online and feel free to add to the discussion online. If you do create a Facebook event, you are not permitted to use the City's event name as your event name and/or indicate that you are the host of a City event.
- You may create an event that indicates you are an attendee or vendor at the event, such as "Acme Anvil Company booth at Sunshine Festival" or "Sandwich Sale at Sunshine Festival".
- The City will report and request removal of any vendors creating social media pages or events that may mislead the public in regard to who the event organizer is.

Vendor Guidelines

- Violation of any rules could constitute immediate removal from event and prohibit attendance at future events.
- Exhibitor are responsible for taking out their trash to the dumpster. Any person that does not place their trash in the dumpster is subject to a \$100 trash removal fee.
- Vendors must stay within the boundaries of their booth space unless they have paid for additional booth space in advance.
- The Depot Pavilion is composed of stalls. This is not a 10' x 10' space. See page 1 - Pavilion booth description for set up.
- Vehicles (cars, trucks, trailers, golf carts) are not part of a vendor space. Vehicles must enter the setup area to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking area. No vehicle will be permitted on park grounds after the vendor set-up period ends. No exceptions.
- Vendors may not park vehicles on event grounds or on nearby private property.
- Vendors must be in place and set up by designated deadline. If not, they may be turned away, and/or rejected from future events.
- For questions or concerns in person, please make an appointment by email or phone. Our work necessitates that we are in and out of the office and we wish to accommodate your visit.
- Vendors must be presentable and polite to all event attendees. Excellent customer service is essential.
- All vendors must use tents in good condition, without tears or stains, and securely weighted down.
- We do not permit tents to be staked. Tents must be weighted and have the ability to withstand strong winds.
- You must provide your own tent, tables, chairs, lighting, weights and all supplies needed to operate.
- If this is an evening event, lighting is not provided. It is vital that the vendor has sufficient lighting inside the tent.
- No one under the age of 16 is allowed in the vendor space.
- No raffles, 50/50s or other gambling activities per Florida statute.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the vendor space at any time with the exception of certified service animals. Vendors that sell food cannot have pets of any kind in the vendor space.
- No vendors with materials that promote or depict weaponry of any kind.
- No vendors with materials that link to, show, or infer sexual content.
- No vendors that inflame dialogue or promote social or civic discourse.
- No vendors that conduct or encourage illegal or unethical activity
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius.



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- No disposal of liquid waste from fryers or other food products.
- You may not break down your booth or tent until event completion. No early breakdown.
- Moving, trading or relocating assigned space is prohibited.
- Space assignments are made based on the best interest of the event. Vendors do not select their location.
- Roaming vendors are not permitted.
- No vendor may sublet, bring in representation of a secondary commercial or charity to jointly work a vendor booth; switch product line of what's been approved, switch or change the service delivery of what has been approved for a vendor booth, change the name of what's approved to be posted to identify the vendor at the event, or conduct any act or take any action beyond the scope and working of the approved vendor application, without advanced written consent for such change from the City of Inverness.
- New vendors or previous vendors with different items must include a photo of each booth space and items being sold to be considered.
- Approximately one week prior to the event, all vendors will receive vendor information.
- All aspects of the event and approvals are subject to modification.
- Incomplete applications will be rejected without question.
- Once vendor is accepted to receive an application, the application must be completed, and turned in along with payment of fees for consideration prior to the deadline.
- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of the event.
- The City reserves the right to cancel the event in total or in part, including vendors. City events are rain or shine; vendors will not be refunded.

Entertainment Vendor Information

Eligibility: Must be licensed by the State of Florida and may additionally require licensing by the City of Inverness. Must not be in violation with the State or City. Must be fully certified and licensed, if applicable, to operate the ride, conduct the game, or perform a permitted activity. The applicant's primary business must be in the management and delivery of amusement that is considered desirable by City Event Management, to the event being conducted. The applicant will be required to produce general liability insurance coverage to protect the City of Inverness, Elected and Appointed Officials and employees.

Nonprofit/Governments

No raffles, 50/50 contests. Non-profit vendor shall be directly associated with the charity, organization, etc. and said non-profit/organization must be in attendance at the event. These spaces are only available to certified nonprofits and are not open to any commercial business or service.

Food Vendor Guidelines

- The applicant's primary business must be in the management and delivery of food services that are considered desirable by City Event Management, to the event being conducted. The City of Inverness will select those vendors whose presence best serves the needs of the overall event.
- The applicant will be required to produce product and general liability insurance coverage to protect the City of Inverness, Elected and Appointed Officials, and employees. Applicant must not be in violation with the Department of Health or Health inspection.
- Food vendors may only sell non-alcoholic beverages. Beverages are not counted towards menu items. Please keep in mind, only those items you list will be able to be sold the day of the event, no exceptions.
- Food Vendors will be responsible to meet all guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR) or the Florida Department of Consumer and Agricultural Services (FDACS) and have an active license.
- Food vendors shall wear gloves and follow handwashing procedures set forth by DBPR and FDACS.
- Vendors selling prepackaged foods such as chips, pretzels, milk, frozen novelties, juice, shaved ice, popcorn, nuts, donuts, etc. will follow Florida Department of Agriculture & Consumer Services (FDACS) Mobile Food Establishment Guidelines and have an active license.
- Nonprofit food vendors selling prepared food must submit a ServSafe certificate verifying completion of the UF IFAS Extension Food Safety and Quality Program.

I hereby make application for space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Inverness, City Officials



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Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

I grant permission to all the foregoing to use any event photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

Applicant's Signature

Date